



APRAS FAQ

General

What is the web address for APRAS?

www.apras.penndot.gov

How do I change my permission in APRAS?

Your company's APRAS Administrator can change permissions for users. As an Administrator, expand the Administration section and select User Management on the side menu. Click the ellipsis (;) next to the user to edit their permissions. Select or deselect permissions as needed and save. The next time the user logs into APRAS, they will see the new permissions.

What is the ESEC Portal?

The ESEC Portal is the Commonwealth's Enterprise Security Solution to manage all users that access the Commonwealth's applications. The ESEC Portal manages access to commonwealth applications for all organizations that do business with the commonwealth.

How do I add a new user?

A user can register themselves by accessing APRAS at www.apras.penndot.gov and clicking the register link. Then enter their company and user contact information. The delegated admin with access the ESEC Portal (<http://idservices.penndot.gov/iam/im/businesspartners/>) for the company will review the request for access and either approve or reject the request. Central Permit Office cannot add a user to an account.

How do I remove a user?

The delegated administrator for a company can disable users by accessing their ESEC Portal (<http://idservices.penndot.gov/iam/im/businesspartners/>) and select the disable user icon. Search for the user to remove and select the user.

How do I change or reset my password?

Passwords are managed through the Pennsylvania ESEC Portal. To change your password, login to the ESEC Portal at <http://idservices.penndot.gov/iam/im/businesspartners/> and select Change My Password.

How do I change my email address?

Contact information for each user is managed through the Pennsylvania ESEC Portal. To change your email address, login to the ESEC Portal at <http://idservices.penndot.gov/iam/im/businesspartners/> and select Change My Email.

How do I request a Point of Interest?

A Point of Interest can be added by submitting a M-937POI form to the affected District Permit office.



Applications

How do I apply for a permit?

From the Side Navigation Menu, click to expand the “Applications” menu. Then click “Create” to start a new application.

How do I find an Application?

APRAS provides multiple ways to locate an Application.

Quick Search

Enter the Application ID in the search bar located at the very top of the screen. A match will open the application.

Advance Search

From the Side Navigation Menu, click to expand the “Applications” menu. Then click “Search”. Enter search criteria (e.g. an application number, tag, number, load type, etc.) and click Search.

You may also filter your search results, but date, county, and Status, by expanding the filter icon (≡)

How do I copy a previous Application?

Locate the application you wish to copy. When viewing the application, you will notice the ellipsis (⋮) in the upper right corner of the application. Click the ellipsis to show the Actions Menu. Select Copy to copy the application you are viewing.

How do I know the status of my Application?

When you are viewing the application, the status will appear on the right side of the gray bar.

When you are viewing search results, you will notice a status column that will display the status of each application found in your search results.

What are the statuses for an Application and what do they mean?

New - A new application has not been submitted. Applications that have a new status for thirty days will be purged. Users may also delete an application that has a new status.

Under Analysis - An application is under analysis while APRAS examines the proposed routes to determine if the vehicle/load weights and sizes can be accommodated.

Under Review - An application is under review while PENNDOT examines the proposed routes and application to determine if the vehicle/load weights and sizes can be accommodated.

Denied - A submitted application may be denied after it has been thoroughly reviewed by



PENNDOT or auto denied by APRAS if proposed route would fail analysis when applicant is not willing to accept alternate route or system generated route would fail analysis when applicant is willing to accept alternate route.

Withdrawn - A user may withdraw an application that is not approved, denied or issued. Upon withdrawal, all application analysis processes are stopped. Withdrawing an application does not immediately delete it from APRAS. Therefore, withdrawn applications can be copied.

Routes Approved - A submitted application may be approved after it has been thoroughly reviewed by PENNDOT.

Issued - A permit has been issued and can be downloaded from the application.

Why did my Application require a Manual Review (Under Review Status)?

While APRAS will auto-issue most applications after all analysis is completed, some applications will be routed to affected Permit and/or Bridge Offices for manual review by staff. The typically more complex applications require manual review because the final decision on these applications requires independent judgment and decision making by knowledgeable and experienced Permit and Bridge staffs.

Why was my Application Denied?

In most cases a denial is a result of a routing issue. Examples are; clearance, too wide, too heavy for a bridge etc. Also, for administration issues such as missing documents.

How can I receive another copy of a denial letter?

You can download a copy of the denial letter directly from the application or from your search results. Search for the application. When viewing your search results, you will notice the ellipsis (:) to the far right of each row in the results. Click the ellipsis for the application where you want a copy of the denial to show the Actions Menu. Select Download Denial to view the denial letter.

When is a Police Escort Required?

On a Super Load, Load Type 64, and Load Type 60 Building (built on site)

What documents do I need to include with my Application?

Any load exceeding 14'6" high will require a M-936 ARS (Route Survey), in which the hauler has performed a physical survey of the route that is being submitted with the application.



All Super Load applications M-936MDC Manufacturer/ designer certification, and M-936ARS Route Survey are required.

Equipment list for Annual Permits for Wooden Structure Load Type and Construction Equipment Load Type are required.

Other forms may be required depending on the route, dimensions, or other requirements.

What is a Super Load?

A Super Load is a vehicle or combination with a non-divisible load having:

- Gross Weight exceeding 201,000 pounds, or
- Total Length exceeding 160 feet, or
- Total Width exceeding 16 feet

The following are not considered to be a super load:

- building (Load Type 60) (see Regulation 179.11(b)), or
- highway crossing operation (Load Types 52 series, 53 and 54A).

How do I obtain a Turnpike Approval number?

Enter the PA Turnpike Approval Number if the application proposes to travel onto the PA Turnpike and the sizes or weights require prior approval from the Turnpike. Consult the PA Turnpike Commission for additional information at WWW.PATURNPIKE.COM -> "TRUCKING INFORMATION" -> "OVER DIMENSIONAL RULES" Su

The PA Turnpike Approval Number will not be printed on your permit. You will still need to provide proof of a Turnpike Permit at the toll gate.

The PA Turnpike holiday travel restrictions can also be found at www.paturnpike.com -> "trucking information" -> "over dimensional rules" -> "holiday travel restrictions".

Permits

Can I print my Permit from APRAS?

You can download a copy of the Permit directly from the application or from your search results.

When viewing the application, you will notice the ellipsis (:) in the upper right corner of the application. Click the ellipsis to show the Actions Menu. Select Download Permit to obtain a copy of the Permit for the application you are viewing.

Can I extend the move dates for my permit?

Yes, a supplement can be requested in accordance with Regulation 179.9(g), a one-time request for a three-weekday time extension of a single-trip permit, if requested prior to the permit's expiration, including a State holiday or a day when the issuing office is closed.



My equipment broke down, can I use a replacement?

Yes, a supplement can be requested in accordance with Regulation 179.9(g), in the following instances:

1. Substitution of a motor vehicle, truck tractor or a semi-trailer (**not both**) due to **vehicle breakdown** provided: (a) no weights or sizes are increased, and (b) the substitute vehicle has the same number of axles and wheels with spacings between axles and vehicle manufacturer's ratings no less than the permitted vehicle
2. A change to the registration number of a vehicle due to the issuance of a new vehicle registration number by the state in which the vehicle is registered.
3. In the case of seasonal or annual permits, a change in the transporting vehicle due to purchase of a replacement vehicle, provided no weights or sizes are increased and the purchased vehicle has the same number of axles and wheels, with spacings between axles and vehicle manufacturer's ratings no less than the former permitted vehicle.

Can I change the escort meet date on an issued permit?

Yes, a supplement can be requested in accordance with Regulation 179.9(g), when a necessary change to the scheduled date of the start of a movement to be escorted by the Pennsylvania State Police, that is submitted and approved at least 48 hours prior to the initial movement in Pennsylvania.

How do I request a supplement?

When viewing the application, you will notice the ellipsis (:) in the upper right corner of the application. Click the ellipsis to show the Actions Menu. Select Create Supplement to begin the supplement process. Select the type of supplement you need and complete any additional information. More than one type can be selected at a time.

What are Permit Restrictions?

The restrictions specified on the permit are in addition to the permit conditions outlined in Department Regulations 179.10 and 179.11 (which are listed on Department form M-938).

The permit shall be subject to confiscation by the violation of a condition specified therein (i.e., these permit restrictions) or by the violation of Department Regulations.

PRIOR TO MOVEMENT, THE DRIVER(S) SHALL-- WHEN DIRECTED BY THE PERMIT RESTRICTIONS-- THOROUGHLY READ, SIGN AND DATE THE PERMIT IN THE SPACE PROVIDED TO ACKNOWLEDGE ALL VEHICLE AND ANY LOAD DATA AS WELL AS SHIPPING DOCUMENTS AND INSURANCE ARE FULLY IN COMPLIANCE WITH THE PERMIT.



How can I get a refund for an unused permit?

The permittee requests a refund on its unused permit, in writing, with a satisfactory explanation as to why the permit was not used, including, where feasible, corroborating evidence such as a replacement permit number.

- The written request is postmarked or delivered to the issuing District Permit Office on or before the permit expiration date.
- The unused copy of Form M-936P is returned to the issuing District Permit Office with the written cancellation request.
- A check or money order for the entire permit fee must have been processed (via APRAS).

Annual and Seasonal Permits cannot be refunded.

Routing

How do I know if my route will be impacted by Construction or other restrictions?

While viewing the route on your application, click the layers icon (📏) and select construction, restriction, and road closures. The map will display restrictions for each type. To view the details of a restriction, click on a roadway that displays a restriction.

Can I build a test route without going through the Application process?

Yes, APRAS has been designed with a “Bid Routing” feature that will allow a route to be entered for analyzation before creating a permit. From the side menu, expand Bid Routing and select create. Enter dimensions and add start and end locations to generate a possible route based on the load dimensions. The route can be submitted for full bridge analysis. Analysis may take several minutes.

Can I create an Application from a Bid Route?

When viewing the Bid Route, you will notice the ellipsis (⋮) in the upper right corner of the application. Click the ellipsis to show the Actions Menu. Select Create Application to create an application with the bid route.

Troubleshoot

My WEB session timed out and I lost my data. Why?

After 30 minutes of inactivity, your APRAS session will timeout and any unsaved data will be lost. A warning will appear 10 minutes prior to the timeout to alert you.

Why isn't APRAS displaying the application I requested?

Your web browser may be caching data. Using the F5 key will refresh the page. You may also need to clear your cache (via Tools, Internet Options, Settings).



Do I really need to have "cookies" enabled to use APRAS?

Yes. If you do not have cookies enabled, you will not be able to log on to APRAS. If you receive a blank screen after logging on and are redirected to the log on page, check to ensure that you or someone else has not disabled cookies on your PC. Configure your browser to enable cookies (via Tools, Internet Options, Privacy Tab, Default).